

Emery Lee Building

CHECK LIST

1. Floors swept (no food or paper left on floors)
 2. Floors mopped (if needed - mops are in utility room)
 3. Trash Cans Emptied (kitchen and restrooms)
 4. New trash bags in cans
 5. Tables and Chairs left clean
 6. Leave tables & chairs as found when you arrived (if rearranged, return to original set-up)
 7. Kitchen sinks, countertops, stove cleaned
 8. Restrooms Clean (sinks and mirrors)
 9. Floors swept (no food or paper left on floors)
 10. Trash taken to dumpster across from building
 11. Lights turned off (security light stays on)
 12. Glass on both sets of doors cleaned
 13. Vacuum mat in entryway
- * Dish towels are provided, please leave in the sink for the caretaker to pick up.

**ABSOLUTELY NO CONFETTI OF ANY TYPE! AND...
NO TAPE, STAPLES OR NAILS in/on the walls or woodwork.**

- * **TABLE SET UP:** 3 long tables on each side with (4) chairs on each side
3 round tables with (6 chairs) in the middle row
2 buffet tables on north wall by serving window and
2 on north and east walls.

Any extra chairs taken from the storage room must be returned upon your departure. **DO NOT LEAVE CHAIRS IN THE KITCHEN OR ALONG THE WALLS OF THE MEETING ROOM.**

If you need assistance, please notify the caretakers at 724-4633 or 621-1323.

If you wish to keep your on-going reservation for the Year 2015 please notify Lynne King M-F from 8:00am to 4:00pm at 724-4633, 621-1323 or 601-4315.

* Signature _____ *REQUIRED indicating you completed this check.*

NO DEPOSIT WILL BE REFUNDED UNLESS THIS FORM IS PROPERLY FILLED OUT AND LEFT FOR CARETAKERS.

TOO MANY ARE NOT FOLLOWING THE LIST. CHECK BEFORE YOU LEAVE THE BUILDING. IF YOU DO NOT RECEIVE A REFUND WITHIN 2-3 WEEKS OF YOUR EVENT, CALL 765-724-4633.

NOTE: The price of the Emery Lee has increased to \$50.00/half day plus \$50.00 deposit. Full days will increase to \$95.00 plus \$50.00 deposit. This went into effect April 1, 2014